

To: Vaughn, Tegan[vaughn.tegan@epa.gov]
Cc: Howard, Katherine[howard.katherine@epa.gov]; Lubbe, Wendy[Lubbe.Wendy@epa.gov]
From: Halstead, Amanda
Sent: Mon 3/30/2015 1:31:54 PM
Subject: Daily Digest Project Factsheet Form
PEx Project Factsheet Form Daily Digest Process.docx
New Daily Digest Draft Template.doc

Good morning, Tegan!

Shawn zipped me the factsheet form for the Daily Digest project last night (see attached). I've skimmed through it and I don't think there is enough content here to make a full one-page factsheet. It may take a bit of one-on-one with Shawn and/or Ben to gather enough info or this may just be too small of a project to even do a factsheet on.

All this to say, I think it will be challenging to pull together a factsheet for the Opener. But I will try to reach out to Shawn and Ben to try to see if I can gather more information. Think it may be easier for me to do that as I can try to cull out some specific Lean elements in the project.

So nothing to do on your end for now! Will let you know if I need your help with factsheet development after I meet with them.

Katie- Shawn's also sent me a couple slides for the project highlights brownbag but they are similarly bare. Will try to work with them on those too and will keep you posted.

-Amanda

From: Grindstaff, Shawn
Sent: Sunday, March 29, 2015 10:14 PM
To: Halstead, Amanda
Subject: FW: Heres the form

Amanda, here is where we are at. I added a few additional items. With the narrow focus of the project and focus on active implementation and participation, we still aren't sure of the results and are in implementation mode (according to Ben). But Ben has done a great job with the fact sheet up to this point. The new template is attached. I'm trying to get some slides together.
Shawn

Shawn Grindstaff

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From: Washburn, Ben
Sent: Friday, March 27, 2015 9:05 AM
To: Grindstaff, Shawn
Subject: RE: Heres the form

Hi Shawn,

Attached is the completed fact sheet. I put in a quote from you, feel free to edit and change as desired. Also attaching new DD template.

Benjamin M. Washburn

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